



JERRY SANDERS

Mayor

September 20, 2006

Number U6004

The City of San Diego is accepting resumes for the unclassified position of

DEPUTY DIRECTOR, BUSINESS OPERATIONS AND ADMINISTRATION, WATER DEPARTMENT

Salary Range: Open within an established range of \$105,000 to \$120,000, dependent on qualifications and experience.

Recruitment: Open to all Qualified Candidates.

Filing Deadline: Open until filled. Candidates are encouraged to apply promptly as interviews and selection may begin upon receipt of resumes from qualified individuals.

The Department:

The City of San Diego Water Department currently has a staff allocation of 914 positions and a Fiscal Year 2007 budget of \$359.4 million. The Water Department operates nine reservoirs with a total capacity of 415,936 acre feet and three water treatment plants with a total capacity of nearly 330 MGD. The water system extends over 404 square miles, serving more than 1.3 million residents. Water is transported through approximately 3,320 miles of pipeline and nearly 270,000 metered service connections.

The department has five Divisions, including Business Operations and Administration, CIP Program Management, Customer Support, Water Operations and Water Policy and Strategic Planning. The Business Operations and Administration Division Deputy Director oversees most administrative functions and policies of the department, including budget and finance, water rate setting, human resources and general administrative support.

The Position:

Under the leadership of the Mayor and the general direction of the Water Department Director and Assistant Director, the Business Operations and Administration Deputy Director is responsible for the management and oversight of the following functions:

- Budget and finance administration;
- Contracts and procurement liaison;
- Departmental policy and administrative support;
- Grants administration;
- Human Resources, which includes human resources analytical support, payroll and training;
- Intergovernmental contracts;
- Real Estate liaison and oversight;
- Water rate setting.

Deputy Director, Business Operations and Administration, Water Department

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In addition, the Business Operations and Administration Deputy Director will:

- Represent the Division at various civic, community, professional and business forums;
- Participate in negotiations with a variety of water agencies and work closely with elected officials, community leaders and representatives from those water agencies;
- Establish and coordinate Department administrative policies;
- Perform related duties as assigned.

Qualifications:

The ideal candidate will possess the following qualifications:

- A commitment to public service, fiscal responsibility, and innovation in government;
- Substantial, progressively responsible management experience, preferably with substantial City of San Diego financing/budgeting and contractual administration background;
- Excellent problem solving skills, with the ability to proactively identify and support creative and viable business solutions;
- The ability to balance competing interests in a regulatory and political environment;
- Excellent written and verbal communication skills;
- Knowledge of public and private financing and budgetary processes;
- Focus on enhanced customer service and customer satisfaction;
- Strong business and political acumen to work effectively with customers, regulatory agencies and elected officials;
- Strong leadership skills, with the ability to successfully interact with a wide variety of stakeholders;
- Active and genuine commitment to managing diversity in the workplace and encouraging high performing teams.

Any combination of education and experience that demonstrates these qualifications may be qualifying. Possession of a Bachelor's Degree in a related field and five years of experience in budgetary, economic, financial or related operations would be a typical way to demonstrate these qualifications.

Selection Process:

To be considered for this position, please submit three copies of your current resume, a letter of interest highlighting your relevant work experience, and a list of three work related references to: The City of San Diego, Personnel Department, Employment Information Center, 1200 Third Avenue, Suite 101A, MS 51P, San Diego, CA 92101, in an envelope marked **CONFIDENTIAL: Unclassified Recruitment – Deputy Director, Business Operations and Administration** or e-mail to PersonnelUnclassified@sandiego.gov. EOE/ADA.



Rich Snapper
Personnel Director